Quick Start Guide

Logging In:

Getting started on the site is easy. Enter your username and password then click LOGIN or hit Enter on your keyboard.

Enter **username**. Your username will be the letter W (if you're a social worker), S (if you are training agency staff), or P (if you are a foster parent), followed by your eWiSACWIS number (i.e. S123456). Or, you can login with your email address from your WAMS account as your username. If you have a dual role in the system, you will need to use your eWiSACWIS number.

Enter **password**. Your default password will be PDS1234ONLINE. Once you log in you will be asked to change your password.

View the Training Calendar:

Located directly above the View Your Transcript button on the homepage is the **Upcoming Training Sessions Calendar** button. From here you can see what training sessions are planned and on what day. Clicking the event will give you more details.

Search and Register for a Training:

From your Homepage click on the magnify class in the upper right hand corner on the screen to go to the search page. Select criteria that match the course you are looking for and click submit. Once you find the course, click its name and scroll to the bottom of the course description page where you can click Request. Once requested, you will be able to view the course status on your transcript.

View Your Transcript:

Once you have logged in successfully into PDS Online, located at the top of the page is a large button titled **“View Your Transcript”**. From here you can view courses you are currently enrolled in (Active courses is the default view), courses you have taken and completed through PDS Online, and in the future courses which have been transferred the historical data feed. Note: This is also where you will go if you'd like to see if you have successfully enrolled for a course.

Withdraw from a Training:

First you will need to view your transcript. From the active tab, which is the default tab, locate the Withdraw button located below “Options” on the right side of the transcript screen for the training. Select a reason from drop-down list. Enter any **comments (if applicable)** > Click **Submit**.
To ensure that all of your personal information on the Learning Management System, we ask that you take a few minutes to update your personal information so that it is as accurate as possible. Access your WebAccess Management System by visiting: and clicking on “Profile Management”

https://on.wisconsin.gov/WAMS/home

Self-Registration (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

Profile Management

Profile Management allows you to change your account information, e-mail address, password and other information.

Located towards the center of the WAMS homepage is the Profile Management link. From here you will need to log in using your Web Access Management System Username and Password. Check to make sure your contact information is up to date.